

INSTRUCTIONS

Creating or Updating an ATLAS Profile for NBCT Employment Verification

All Arkansas National Board Certified Teachers (NBCT) are required to create and maintain a current profile in the online Arkansas Teacher Licensure Accountability System (ATLAS) to verify employment for each year's state bonus. All NBCT records, including employment eligibility, will be recorded in ATLAS. Employment verification involves three (3) steps:

- Step 1: Create or update an ATLAS profile
- Step 2: Submit employment verification assurances form
- Step 3: Supervisor verifies eligible employment

STEP 1: CREATE OR UPDATE AN ATLAS PROFILE

Follow Option 1 if you **do not** have an ATLAS profile. Follow Option 2 if you **have** an ATLAS profile but need to update your profile to include your NBCT role.

Option 1: I do not have profile in ATLAS

Go to https://www.ark.org/ade_atlas/

- Click **Create Profile**
- Select Profile Type (NBCT—National Board Certified Teacher). If you have more than one role, hold down the CTRL key and highlight other roles in Profile Type.
- Create 10 digit Teacher ID: MMDDYYxxxx
 - MMDDYY represents date of birth (ex: 032361)
 - xxxx represents last 4 digits of your Social Security Number (ex: 4321)
 - Example of Teacher ID: 0323614321
- Enter/update all profile information
- Use your **school email** not home email
- Use your supervisor's name and school email under the fields EMPLOYMENT VERIFICATION INFORMATION
- Click SUBMIT
- If you do not all enter required information, the profile will not be successfully submitted. Information required and not entered will be displayed in red at the top of the page.

Once you successfully create your ATLAS profile for the first time, you will be taken to the ATLAS login window where you will enter your Teacher ID and password to login to ATLAS. Once you successfully logon, you will see your **Home Menu**.

Option 2: I have a profile in ALTAS but need to update my profile.



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Go to https://www.ark.org/ade_atlas/

- Log in using your 10 digit Teacher ID (MMDDYY and last 4 digits of your Social Security Number), example: 0323614321
- Click **Edit Profile**
- Update Profile Type (NBCT—National Board Certified Teacher); if you have more than one role, hold down the CTRL key and highlight other roles in Profile Type
- Enter/update all profile information
- Use your **school email** not home email
- Use your supervisor's name and school email under the fields EMPLOYMENT VERIFICATION INFORMATION
- Click SUBMIT
- If you do not enter all required information, the profile will not be successfully submitted. Information required and not entered will be displayed in red at the top of the page.

I have a profile in ATLAS but forgot my username or password.

Go to https://www.ark.org/ade_atlas/

- Click **Forgot Username or Password**
- A temporary password will be sent to your ATLAS profile email address.
- Log in and change your password to something you will remember.

STEP 2: SUBMIT EMPLOYMENT VERIFICATION ASSURANCES FORM

- Once you successfully logon to ATLAS and see your Home Menu, click on the ASSURANCE STATEMENTS.
- All three (3) statements must be "YES" to be eligible for the state NBCT bonus.
- Click SUBMIT

STEP 3: SUPERVISOR VERIFIES ELIGIBLE EMPLOYMENT

Once you submit the Assurance Statements with "YES" indicated for all three, ATLAS will send an email to your supervisor to either CONFIRM or REJECT your employment eligibility. Please ask your supervisor to check the JUNK or SPAM email folders if he/she does not receive the ATLAS email within a few business days. Your supervisor will receive separate ATLAS emails for each NBCT he/she supervises.

NBCTs may check the status of the employment verification process from the EMPLOYMENT VERIFICATION STATUS link on the ATLAS home page.

If you would like your bonus paid through direct deposit, click the **Download ADE OEE Direct Deposit Form** link and follow the directions provided. YOU DO NOT NEED TO SUBMIT DIRECT DEPOSIT INFORMATION/REQUEST if you used direct deposit last year and your information has not changed.

Bonuses will be paid in batches beginning in March; so NBCTs will **NOT** receive the bonus at the same time.